

**Tempe Fire Department Policies and Procedures**  
**Fill-in Policy**  
**104.05**  
**Rev 5-14-02**

**PURPOSE**

To set forth requirements and procedures for “fill-in” employees during the absence of an engineer, captain, or battalion chief.

**GUIDELINES**

1. Time on the job and approval requirements for employees to be eligible to “fill-in” at a position of higher responsibility, are as follows:
  - Paramedic – Completion of probationary period as firefighter and satisfy all requirements spelled out in the Paramedic Assignment policy in Volume 4 (410.02Y).
  - Engineer – Completion of probationary period as a firefighter and approval of the company officer.
  - Captain – Four years of service as a firefighter, fire engineer, paramedic or any combination of the three. Recommendation of the company officer in conjunction with approval of the battalion chief.
  - Duty Battalion Chief – Six years of service to include a minimum of one year as a fire captain. Assignment subject to approval of the assistant chief.
2. Engineers will be required to fill-in in the captain’s position as is described in the engineer’s job description.
3. Members who express the desire to fill-in in the captain’s position, will be rotated in that capacity with the engineer, with the recommendation of their officer and approval of the district manager or if absent the duty chief.
4. Battalion chiefs should insure that fill-in officers are reasonably familiar with the district to which they will be assigned or at least be working with an engineer who has extensive knowledge of that district.